



United States
Department of
Agriculture


Office of the
Assistant Secretary
for Administration

Office of
Procurement and
Property
Management

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TO: Agency Fleet Program Coordinators

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SUBJECT: Fleet Charge Card Program Update

As you are aware, on November 30, 2008, the Department of Agriculture (USDA) will transition to the General Services Administration (GSA) SmartPay®2 charge card contract and a new bank provider, US Bank. To support this transition, USDA will establish a new Charge Card Service Center (CCSC) Program Office that includes all three business lines: purchase, travel, and fleet. USDA has chosen to use VISA for its card association across all three business lines. This decision should greatly improve the acceptance rate of the USDA fleet charge card, thus, eliminating the need to utilize a purchase card for fleet-related purchases. The Purchase Card Management System (PCMS) will be replaced by US Bank's Access® Online system.

The USDA SmartPay®2 Fleet Team (comprised of Departmental and agency fleet coordinators) has been working hard with US Bank to design and implement a more efficient, effective and transparent Fleet Charge Card Program. They have encountered some hiccups along the way. Mainly, completion of the fleet portion of Access® Online was delayed. This delay has slowed completion of other key implementation tasks, such as user acceptance testing and training development and rollout.

Rest assured that agencies will have fleet charge cards to use on November 30, 2008 when the current Voyager fleet cards expire. Please see the attached list of upcoming transition and implementation milestones. Additionally, a synopsis of key program functions is identified below.

Fleet Charge Card Distribution

Starting in early November, agencies should be receiving two shipments from US Bank. The first shipment should contain the fleet charge card user guides and card sleeves with activation instructions. The second shipment will have the fleet charge cards. Shipments are being sent to the Local Fleet Program Coordinators (LFPCs). LFPCs should immediately call the USDA Account Coordinator at US Bank to verify receipt of their cards.

Fleet Charge Card Training

In order to meet the agencies' training needs, USDA through US Bank is offering three types of Access® Online training to fleet program coordinators: Web-based Training, Microsoft Office Live Meeting, and classroom. The three options allow for flexibility of schedule and accommodate multiple learning styles.

1. **Hands-on Classroom Training.** Hands-on classroom training is being provided to the Departmental Program Manager and the Agency/Organization Fleet Program Coordinators (A/OFFPCs) on December 10, 2008, in the Washington, DC area from 9:00 AM – 4:00 PM EST. This is a one-day session that covers all the fleet functionality in Access® Online. This training is by invitation only.
2. **Web-based Training (WBT).** The WBT for both Regional/Area Fleet Program Coordinators (R/AFPCs) and LFPCs will be available online starting on December 5, 2008, and is inclusive of both system and policy training. US Bank has also developed a WBT course for drivers/operators on fleet charge card policy using the draft Departmental Regulation 5400-6. The WBT is interactive and includes simulations, PDF instruction manuals, and quizzes to ensure that trainees become confident with their use of Access® Online and/or their knowledge of the fleet charge card policy.
3. **Microsoft Office Live Meeting (MOLM).** MOLM training will be offered starting the second week of December 2008. Three sessions will be available for R/AFPCs and LFPCs to attend. Additional MOLM sessions will be available after the holidays in January 2009. These live meetings will be conducted by a US Bank trainer over two consecutive half-day sessions and will be comprised of Access® Online system usage in the context of Departmental policy.

Additional information on fleet charge card training and transition will be forthcoming through the CCSC website at www.usda.gov/procurement/ccsc and additional communications. If you have any questions, please contact Denise R. Hayes at 202-720-7283 or denise.hayes@usda.gov. Specific information about registering for the WBT or the MOLM sessions will be provided in an upcoming email.

Attachment